

WST2

FHWA Contract Administration Core Curriculum

October 31-Nov. 1, 2006 (#1254)
(10 seats)

WSDOT Southwest Region Hdq., Room 124
11018 NE 51st St. Circle
Vancouver, WA 98682 (360) 905-2000

November 2-3, 2006 (#1255)
(6 seats)

St. Placid Priory, 500 College Street N.E.
Lacey, WA 98516 (360) 438-2595

November 6-7, 2006 (#1256)
(10 seats)

Department of Social and Health Service, Cascade Rm.
400 E. Mercer St., Seattle, WA 98102 (206) 272-2146

November 8-9, 2006 (#1257)
(10 seats)

WSDOT Eastern Region Hdq., 2714 N. Mayfair Street
Spokane, WA 99207 (509) 324-6000

(The phone numbers above may be used in case of emergency to contact a student in the class.)

Cost: Free

Time: 8:00 a.m. to 5:00 p.m.

Class Size: 40
Seats are shared with WSDOT

**Instructor: Jennifer Balis, FHWA Contract Administration
Washington D.C.**

Target Audience

This course is targeted to the Engineer 2 level and above who are involved in contract administration and inspection. It would also be beneficial to designers or anyone who needs to understand Federal policy requirements for contracting using Federal funds.

Course Description

This course is designed for the discussion of contract provisions, administrative procedures, and applicable policies related to Federal-aid design and construction contracts. Topics will include contract procedures, policies, and requirements prescribed in 23 CFR Sections 230, 633, and 635; as they apply to construction contracts. There will also be a discussion on detecting and reporting fraud in all phases of the contract award process for highway construction projects.

Upon completion of the course, participants should be able to:

- Review construction contract provisions and contracting procedures for conformance with Federal-aid requirements,
- Show an improved ability to discuss construction contract administration issues,
- Research FHWA policy via statutes, regulations, and directives in a systematic manner,



- Use fraud indicators to detect the possibility of fraud and refer any matters involving fraud, bribery, kickbacks, gratuities, etc. to the USDOT/OIG.

Additional information can be found at: http://www.fhwa.dot.gov/programadmin/contracts/cor_l.htm

To view the manual: <http://www.fhwa.dot.gov/programadmin/contracts/coretoc.htm>.

FHWA is currently rewriting the manual to reflect recent changes in the law.

Registration

Please register on-line using this link: [On-line Registration Form](#). Or key this link into your web browser: http://fmapps.wsdot.wa.gov/tbase_registration/

You will receive a registration notice with driving directions to the training site when we process your request. If you do not receive this e-mail notice within a couple of days, you may not be registered and should contact us.

Confirmation letters are mailed three weeks prior to the class. If you are unable to attend, someone else from your agency may attend in your place. To cancel your registration, or for assistance with registration, e-mail wst2center@wsdot.wa.gov or schmidw@wsdot.wa.gov, or phone (360) 705-7386.

Questions?

For course content information contact Dave Mounts at MountsD@wsdot.wa.gov

All other questions contact Laurel Gray at GrayL@wsdot.wa.gov or (360) 705-7355.

WSDOT Employees: If you want to attend this class, you should register directly into the ATMS system (course code CZF). Or you can contact Staff Development at (360) 705-7062 to register.

(Disability accommodations provided upon request.)

Washington State Technology Transfer Center Web Page

www.wsdot.wa.gov/TA/T2Center/t2hp.htm



**Washington State
Department of Transportation**